



# Tennessee Reflexology Registry Newsletter



**Volume 1, Issue 1**

**Fall 2015**

Division of Health Licensure and Regulation ♦ Health Related Boards ♦ 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243

♦ Web: [tn.gov/health](http://tn.gov/health) ♦ Phone: (615) 741-3807 or 1-800-778-4123

Fax: (615) 253-8764 ♦ Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Central Time (except State and Federal holidays)

In conjunction with the purpose and goals of the Department of Health, the mission of the Division of Health Licensure and Regulation is to: Monitor, assess and enforce health care laws and regulations; protect, promote and enhance quality health care for all citizens; continuously strive to meet the needs of our customers in a respectful and caring manner; provide quality work-life necessary to attract and retain competent, caring employees; empower our employees to become entrepreneurs in their jobs; increase awareness and public confidence in our services; and utilize our resources efficiently and cost effectively.

There are many resources on the Reflexology Registry website, including the rules, statutes, applications, and policy statements. License renewal and licensure verification may also be utilized on this website. The Department recently updated its web appearance with a redesigned look and user-friendly navigation. We are excited about the new website for the Registry as this is a valuable resource. We encourage you use it often.

## RESOURCES AND USEFUL LINKS

- [Tennessee Reflexology Registry Home](#)
- [Licensure and Education Information](#)
- [Applications, Publications and Information](#)
- [Statutes, Rules and Policies](#)
- [American Reflexology Certification Board \(ARCB\)](#)
- [International Institute of Reflexology, Inc.](#)

## ACCESSING THE REGISTRY'S WEBSITE

- In address bar type: <http://tn.gov/health>
- Click on link titled: "Health Professionals"
- Choose: Health Related Boards,
- Click on link for: "Reflexology"



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## INSIDE THIS ISSUE

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## ABOUT THE REFLEXOLOGY REGISTRY

The Reflexology Registry was created in 2001 by an act of the State Legislature. The mission is to safeguard the health, safety, and welfare of Tennesseans by requiring those who practice the profession of reflexology within this state to be qualified. The registry interprets the laws, rules, and regulations to determine the appropriate standard in an effort to ensure the highest degree of professional conduct. The Registrar is responsible for the investigation of alleged violations of the Practice Act and rules and is responsible for the discipline of reflexologists who are found to be in such violations. The



administrative staff of the Division of Health Related Boards supports the issuing of registrations to those who meet the requirements of the law and rules. Reflexologists may be licensed by either (1) education (successful completion of a course of study of not less than two hundred (200) hours in reflexology only courses (2) endorsement from another state.

Licenses or certificates are awarded in the following categories:

- Registered Reflexologist

### Renewal of License

Licensees are responsible for renewing their licenses on time and keeping the Registry apprised of changes affecting location and name as this facilitates timely notification from the administrative office. Renewal notices are mailed from the Registry's administrative office forty-five (45) days prior to the expiration of the license to the current address on record. Licenses can be renewed on-line sixty (60) days prior to expiration at <https://apps.tn.gov/hlrs/>. It is a violation of the law and of the Registry's rules to practice on an expired license.

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### Contacting the Administrative Office:

Tennessee Reflexology Registry  
665 Mainstream Drive, 2<sup>nd</sup> Floor  
Nashville, TN 37243  
Phone: (615) 741-3807 Local or (800) 778-4123 Nationwide  
Fax: (615) 253-8724

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### Administrative Staff

**Michael Sobowale**  
Director

**Lakita Taylor**  
Administrator

## **IMPORTANT REMINDERS**

### **Electronic Notifications Opt-In**

Licensees who prefer to receive notifications by electronic means instead of by regular United States mail from the Department of Health should request to “opt-in” from the portal on the Registry’s website at: <https://apps.tn.gov/hlrs/>. Licensees may also submit a written request to the Registry’s Administrative Office.

Please note that once you choose to opt-in to receive electronic notifications, ALL notices from the Health Department, including license renewal notices, will be sent by electronic mail. License renewal notification will be sent from the Registry’s Administrative Office forty-five (45) days prior to the expiration of the license to the current e-mail address on record with Tennessee Department of Health. Also, you will be required to notify the Administrative Office should there be any changes to your email address.

## **LEGISLATIVE UPDATES**

### **Public Chapter 154**

This act allows the Commissioner of Health or his designee to have electronic access to medical records to facilitate investigations when responding to an immediate threat to public health. Today the Commissioner of Health or his designee already has this authority but must go to the facility to review the medical records. This took effect on April 16, 2015.

### **Public Chapter 94**

This act defines “abuse” and “neglect” for purposes of placing a person on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals specifically within the statutes that govern the Dept. of Health. It does not impact the definitions within the statutes that govern the Dept. of Intellectual and Developmental Disabilities nor the Dept. of Human Services. It also increases the time within which placement on the registry may be appealed from 30 to 60 days. For rulemaking purposes, this bill became effective on April 10, 2015. All other provisions became effective on July 1, 2015.

### **Public Chapter 502**

This act allows the Joint Government Operations Committee (the legislative committee that reviews all rules) to stay a rule up to 75 days instead of 60 days. Present law authorizes the Joint Government Operations Committee to consider the following factors when reviewing rules: authority, clarity, consistency, justification, necessity and reference. This act adds arbitrariness and capriciousness as two new considerations.

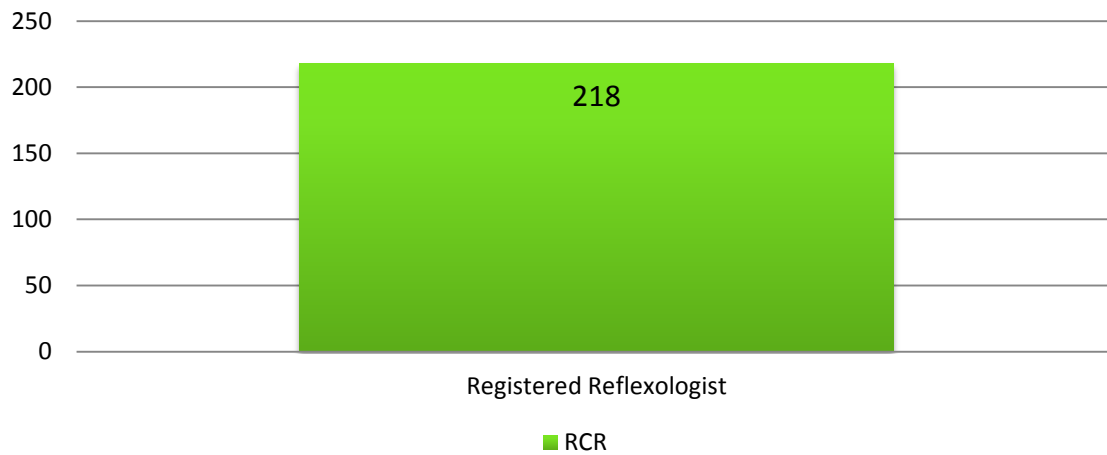
### **Public Chapter 268**

This act makes disclosures of protected healthcare information permissible in medical malpractice lawsuits and became effective on April 24, 2015.

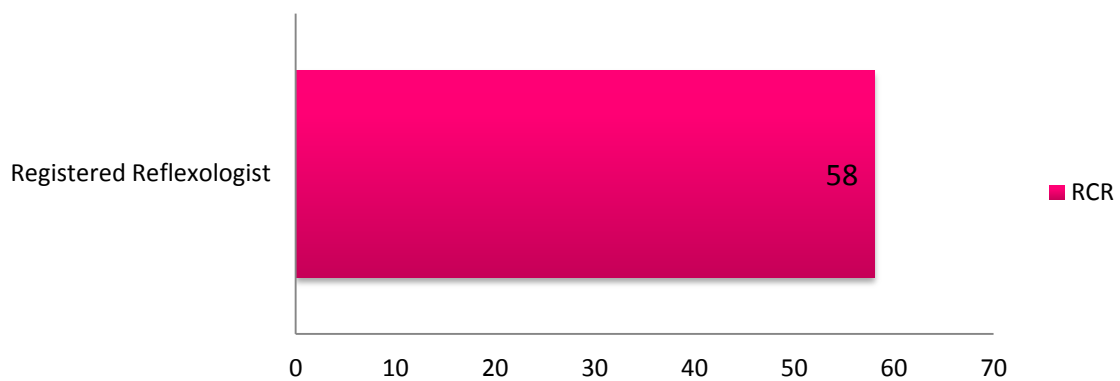
[Click on the public chapter titles to view legislative descriptions in their entirety.](#)

## STATISTICAL DATA

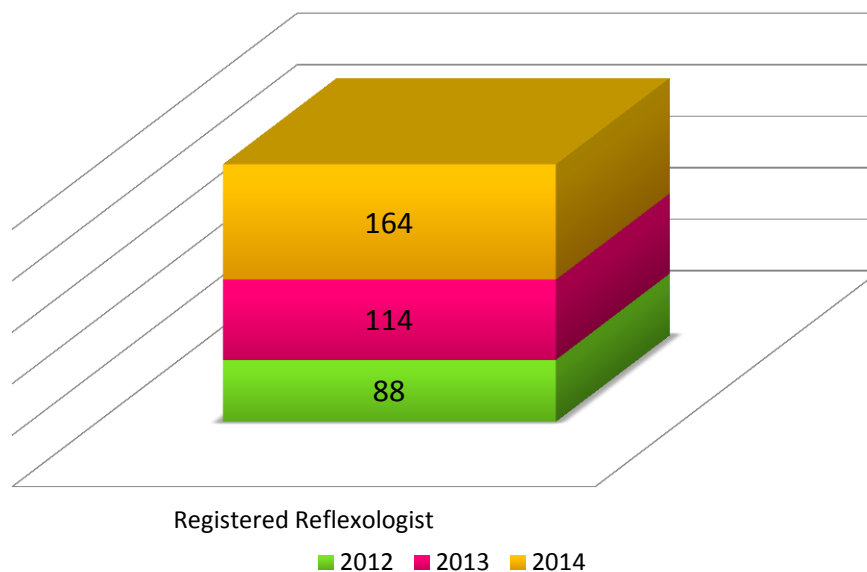
**Total Number of Licenses as of 10/23/15**



**# Applications Received from 1/1/15 to 10/23/15**



**Number of Licenses by Year**



## QUESTIONS AND ANSWERS

**Q: I have moved and/or changed my place of employment. How do I update my address with the Registry?**

**A:** Changes in address must be submitted in writing to the Registry's administrative office within 30 days. Please include your name, profession, license number, old address and new address. Please also specify if the change is to your mailing or practice address.

**Q: How do I report a name change and/or request an updated license?**

**A:** Changes in name must be submitted in writing to the Registry's administrative office, along with documentation supporting the change (i.e. marriage certificate, divorce decree). Please include your name, profession and license number. If you wish to receive a duplicate copy of your license, reflecting the updated name, you must specify this in your request and include a check or money order in the amount of \$15.00 for each license type (i.e. Wallet/Renewal size or Wall size).

**Q: I am applying for a license in another state and need primary source verification. How do I obtain this?**

**A:** Requests for license verification must be submitted in writing to the Registry's administrative office. Please include your name, profession, license number and address which the verification must be sent.

**Q: Can I renew my license online?**

**A:** Certainly! License renewals may be processed up to sixty (60) days prior to the license expiration date. Please visit <https://apps.tn.gov/hlrs/> and choose "Go Now" under Professional License.

**Q: Am I required to do continuing education to maintain my license?**

**A:** No, currently the rules and regulations governing the practice of reflexology do not require licensees to obtain continuing competence hours to maintain licensure.

**Q: My license has expired. How do I reinstate my license?**

**A:** Pursuant to Rule 1200-10-2-.05(4)(a), reinstatement of an expired license may be accomplished upon payment of the past due renewal and state regulatory fees and the late renewal fee as provided in Rule 1200-10-2-.06.

**Q: I am no longer practicing reflexology. How do I retire my license?**

**A:** To retire your license, please complete the Affidavit of Retirement form, have it notarized and forward it to the administrative office. The form may be downloaded from the Registry's website at:

<http://tn.gov/assets/entities/health/attachments/PH-3460.pdf>.

Please inquire with the Registry office regarding requirements to reinstate a retired license.

